

# Purchase Order




## P.O. Inquiry – PO Lookup

The screenshot shows the 'Purchase Order Lookup' dialog box. It contains several input fields and buttons. Callouts provide the following information:

- Lookup selection 1 & 2.** Points to the 'Location' and 'Entered By' dropdown menus.
- Lookup selection value 1 & 2.** Points to the 'Selection Value' text boxes containing 'Avery Elementary {0003}' and 'MISD Demo User # 1 {DEMOISD1}'.
- To position the lookup, enter the starting value before clicking.** Points to the magnifying glass icon in the 'Selection Value' field.
- PO and File Status selections.** Points to the 'PO Status' and 'File Status' radio button groups.
- PO Date range selection.** Points to the 'From PO Date' and 'To PO Date' date pickers.
- Loads the Select List.** Points to the 'OK' button.
- Resets the PO Lookup to the default values.** Points to the 'Reset' button.
- Cancels the PO Lookup.** Points to the 'Cancel' button.

A status bar at the bottom reads: **Lookup Selection 1 or 2 or PO Date Range is required (all selections are 'And', not 'Or')**

- PO Lookup requires either a lookup or a date range selection.
- Lookup selections include:
  - Vendor
  - Location
  - Requested By
  - PO/Internal Comments
  - ASN
  - Line Item Description (including extended description)
  - Entered By
- To lookup a selection field value, click the  icon. To position a lookup, enter the starting value before clicking.

## P.O. Inquiry – Select List

Indicates the number of POs selected.

Click to display the PO Lookup window.

PO #	Status	Vendor #	Vendor Name	Date	Amount	Location	Fiscal Year	Requested By	Entered By
70049	Open	27530	OFFICE SUPPLY SUPERSTORE	08/13/2008	1,152.16	Avery Elementary	2000	JOHN SMITH	MISD Demo User # 1
70044	Open	27530	OFFICE SUPPLY SUPERSTORE	08/11/2008	902.16	Avery Elementary	2000	JOHN SMITH	MISD Demo User # 1
70039	Open	68015	OFFICE DEPOT	05/31/2008	500.00	Avery Elementary	2000	JOHN SMITH	MISD Demo User # 1
70037	Open	2447	BEST COMPUTER SUPPLIES	05/14/2008	4,803.45	Avery Elementary	2000	JOHN SMITH	MISD Demo User # 1
70036	Open	2447	BEST COMPUTER SUPPLIES	05/14/2008	4,778.45	Avery Elementary	2000	JOHN SMITH	MISD Demo User # 1

Blue indicates Authorization file.

- The Select List is loaded by clicking PO Lookup and is limited to 500 POs.
- Click the selected line to load the PO to the current Header tab and the Detail List.
- The Previous and Next buttons on the Header can also be used to select a PO.

## P.O. Inquiry – Accounts Payable

PO # 70036 from BEST COMPUTER SUPPLIES for Avery Elementary (DEMOISD1) Previous Next

Header Comments Override Ship To Preview Authorization History Next Authorization Receivers Accounts Payable

Vendor #	Vendor Name	Amount	Check Date	Bank	Check #	Check Status	Invoice Date	Invoice #	Misc	Batch ID
2447	BEST COMPUTER SUPPLIES	4,159.01	05/30/2008	1	222102	Outstanding	05/14/2008	I87765TW		MAY08
2447	BEST COMPUTER SUPPLIES	170.69		1	0	*Open Items	05/18/2008			MAY208
2447	BEST COMPUTER SUPPLIES	150.00		1	0	*Invoice Batch	05/25/2008			MAY508

All Invoices
  Paid Items
  Open Items
  Invoice Batch

A/P invoice status selection.

Double click selected invoice to drill-down.

Exports the A/P summary information as a .csv file.

- All invoices entered for the PO are displayed. Use the radio buttons the limit the invoices to the selected status.

## P.O. Inquiry – Accounts Payable Drill Down

PO # 70036 from BEST COMPUTER SUPPLIES for Avery Elementary (DEMOISD1) Previous Next

Header Comments Override Ship To Preview Authorization History Next Authorization Receivers Accounts Payable

Vendor #	Vendor Name	Amount	Check Date	Bank	Check #	Check Status	Invoice Date	Invoice #	Misc	Batch ID
2447	BEST COMPUTER SUPPLIES	4,159.01	05/30/2008	1	222102	Outstanding	05/14/2008	I87765TW		MAY08
2447	BEST COMPUTER SUPPLIES	170.69		1	0	*Open Items	05/18/2008			MAY208
2447	BEST COMPUTER SUPPLIES	150.00		1	0	*Invoice Batch	05/25/2008			MAY508

Export All Invoices Paid Items Open Items Invoice Batch

Vendor 2447 BEST COMPUTER SUPPLIES (895 E PATRIOT BLVD #110, RENO, NV 89511)

Bank 1 Check # 222102 Check Date 05/30/2008 Amount 4159.01 Status Outstanding

PO #	Description	Amount	Invoice Date	Invoice #	ASN	Misc	Batch ID
70036	Computers - laptop	3,776.25	05/14/2008	I87765TW	1125150		MAY08
70036	Misc supplies	200.00	05/14/2008	I87765TW	1191990		MAY08
70036	USB Mouse	182.76	05/14/2008	I87765TW	2419910		MAY08


Export

Selected invoice header information.

Accounts Payable drill-down.

Selected invoice detail line items.

Exports the A/P detail information as a .csv file.

- The A/P Drill Down replaces the Detail List; click  or select any other tab to close the drill-down and restore the Detail List.
- After the drill down is displayed, clicking an invoice on the A/P tab loads the detail of the invoice to the drill-down.

# P.O. Entry (WH)

MISD Information Services for MACOMB ISD DEMO - DEMOISD1

**Macomb Intermediate School District budget/finance** **P.O. Entry (WH)**

Header   Comments (...)   Override Ship To   Preview

Save PO   Cancel   Duplicate PO

PO #  PO Date 11/03/2008 Fiscal Year 2000 Print  Encumber Disc  Attachments  Fax

Vendor 27530 Remove Location 0003 Requested By JOHN SMITH Change Order #

OFFICE SUPPLY SUPERSTORE Avery Elementary  
 55214 MAIN STREET JOHN SMITH Amount **902.16** Blanket Exp \*None =Exp Date>  
 CLINTON TWP., MI 48038-8002 5552 MAIN STREET Deliver Date   
 Discount %  (10 1/2% = 10.5) Misc Code

Save Line   Cancel   Copy   Duplicate   Delete

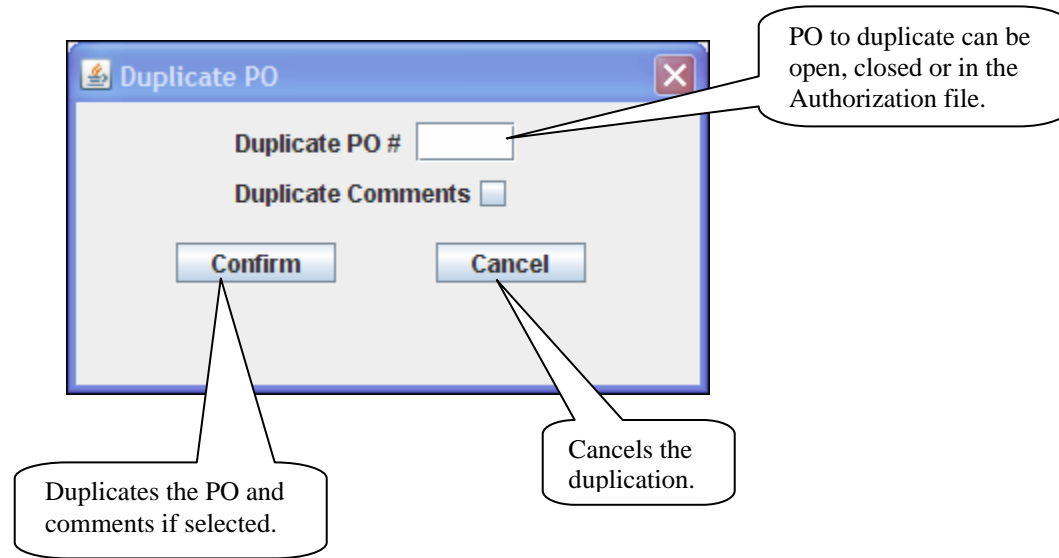
Description  ASN  Fixed Asset   
 <enter optional extended description> Quantity  Unit \$  UM  Amount  Discount %  (10 1/2% = 10.5)  
 Item #  WH  Item #   
 Tab Desc to ASN  Tab Desc To Ext WH UM  WH Conv

Line	Status	Description	ASN	Quantity	Unit \$	UM	Amount	Disc %	Net Amount	Item #	WH	WH Item #	FA
1	Open	POSTURE CHAIR (...)	1113240	1	525.3600		525.36		525.36				<input type="checkbox"/>
2	Open	PHOTO PAPER	1115110	5	25.3600	CS	126.80		126.80				
3	Open	MISCELLANEOUS SUPPLIES	1115110				250.00		250.00				

Error message location.  
Field in error is identified with a red border.

Header   Detail Edit   Detail List

## P.O. Entry (WH) – Duplicate PO





- The Duplicate PO function is optional and changes can be made before saving.



## P.O. Entry (WH) – Header

The screenshot shows the 'P.O. Entry (WH) – Header' form. The form includes several tabs: 'Header', 'Comments (...)', 'Override Ship To', and 'Preview'. Below the tabs are buttons for 'Save PO', 'Cancel', and 'Duplicate PO'. The form fields include: PO #, PO Date (10/31/2008), Fiscal Year (2000), Vendor (27530), Location (0003), Requested By (JOHN SMITH), Amount (902.16), Blanket Exp (\*None), Deliver Date, Misc Code, and Discount % (10 1/2% = 10.5). Callout boxes provide instructions for various elements: 'Save PO' (Saves the PO after confirmation), 'Cancel' (Cancels the PO after confirmation), 'Duplicate PO' (Maintain the PO or Internal comments), 'Comments (...)' (Maintain the override ship to address), 'Preview' (Preview the Purchase Order), 'Fiscal Year' (Select the fiscal year before saving the first line item), 'Vendor' (To position the lookup, enter the starting name value before clicking), 'Remove' (Click to Remove (or Add) this vendor from (to) your favorites), and 'Requested By' (Requested By is included in the location address if applicable).

- To lookup a field value, click the  icon. To position a lookup, enter the starting value before clicking.
- To lookup a date, click the  icon.
- The Comments and Override Ship To address can be viewed by hovering over the corresponding tab.

## P.O. Entry (WH) – Lookup Vendor

The screenshot shows the 'Lookup Vendor' window with the following callouts:

- Vendor lookup can be sorted by name (default) or by sort/name.** (points to the 'Sort by' dropdown menu)
- Vendor selection includes Favorites, Start list at, Contains or \*All.** (points to the 'Selection' dropdown menu)
- Start list at or Contains value.** (points to the 'Start list at' text box)
- Click after selecting Start list at or Contains and entering a value.** (points to the 'Load List' button)
- Gold star indicates a favorite vendor.** (points to the gold star icon next to the first vendor name)
- Selects the highlighted vendor.** (points to the 'Select' button)
- Cancel the lookup selection.** (points to the 'Cancel' button)

Vendor #	Vendor Name	Sort	Type
27530	OFFICE SUPPLY SUPERSTORE ★	OFFICE	Active
4003	OHEP CENTER FOR MEDICAL EDUCATION	OHEP C	Active
68135	OKLAHOMA SCORING SERVICE	OKLAHO	Active
3356	OLD CARS WEEKLY		Active
1810	OLD KENT BANK		Active
3440	OLYMPIA ENTERTAINMENT		Active
592	OMNI COMPUTER PRODUCTS	OMNI C	Active
68290	OMNIGRAPHICS, INC.	OMNIGR	Active
805	ONE ON ONE COMPUTER TRAINING	ONE ON	Active
2796	OPRY LAND HOTEL	OPRY L	Active
554	OPTION CARE	OPTION	Active
3965	ORAL SURGERY SPECIALISTS-ROMEO	ORAL S	Active
2265	ORCHARDS GOLF LIMITED PARTNERS	ORCHAR	Active
68447	OREFICE, LTD./VISUAL ENTERPRIZE	OREFIC	Active

- Favorites are loaded first for the Vendor Lookup if the list is *not* positioned before clicking Lookup.
- If a vendor name is displayed on the Header, the Selection defaults to Start list at and the value defaults to the vendor name.
- Choose the vendor by double clicking or by selecting the vendor and clicking Select or pressing Enter.

## P.O. Entry (WH) – Vendor Address Selection

Vendor Address Selection

Select the address for OFFICE SUPPLY SUPERSTORE

Type	Address 1	Address 2	PO Box	City	State	Zip Code
PO ★	55214 MAIN STREET			CLINTON TWP.	MI	48038-8002
PO	1204 EASTSIDE DRIVE			WARREN	MI	48526
AP	100 KING STREET	SUITE 200		SAGINAW	MI	48605-1838

Gold star indicates a favorite.

Select

Cancel

Selects the highlighted address.


Cancel the address selection.

- The address selection screen is *only* displayed when a vendor has multiple Accounts Payable and/or Purchase Order addresses.
- Choose the address by double clicking or by selecting the address and clicking Select or pressing Enter.

## P.O. Entry (WH) – Detail Edit

The screenshot shows the 'P.O. Entry (WH) – Detail Edit' window. At the top, there are buttons for 'Save Line', 'Cancel', 'Copy', 'Duplicate', and 'Delete'. Below these are several input fields and checkboxes. The 'Description' field contains 'POSTURE CHAIR' and an extended description: 'TASK W/APMS GRADE III FABRIC; GRAY PAINT BLACK'. The 'ASN' field is highlighted in red and contains '1113240'. The 'Amount' field is set to '525.3600'. The 'Discount %' field is set to '(10 1/2% = 10.5)'. There are also fields for 'Item #', 'WH', 'WH UM', and 'WH Conv'. A 'Fixed Asset' checkbox is present. Callouts provide the following information:

- 'Save Line': Saves the line item to the Detail List table.
- 'Cancel': Cancels the changes to the current line item.
- 'Copy': Copies the existing line item for use with Duplicate.
- 'Duplicate': Duplicates the previously copied line item.
- 'Delete': Deletes the line item after confirmation.
- 'ASN 1113240': ASN description; a gold star indicates a favorite ASN.
- 'Extended Description': Extended Description includes the word wrap function. Use Control/Tab to advance to ASN.
- 'Tab Desc to ASN': Select the appropriate tab sequence order.
- 'ASN 1113240 (red)': Red indicates the ASN is over budget.
- 'Discount %': Notice decimal placement for discount percent.

- A new line item can be added by entering the detail information and clicking Save Line or pressing Enter.
- To lookup a field value, click the  icon. To position a lookup, enter the starting value before clicking.
- To lookup an ASN, enter the starting ASN value or precede the value with an "\*" to use the Contains lookup selection.
- Duplicate duplicates the information previously copied; only fields left blank are duplicated.

## P.O. Entry (WH) – Detail List

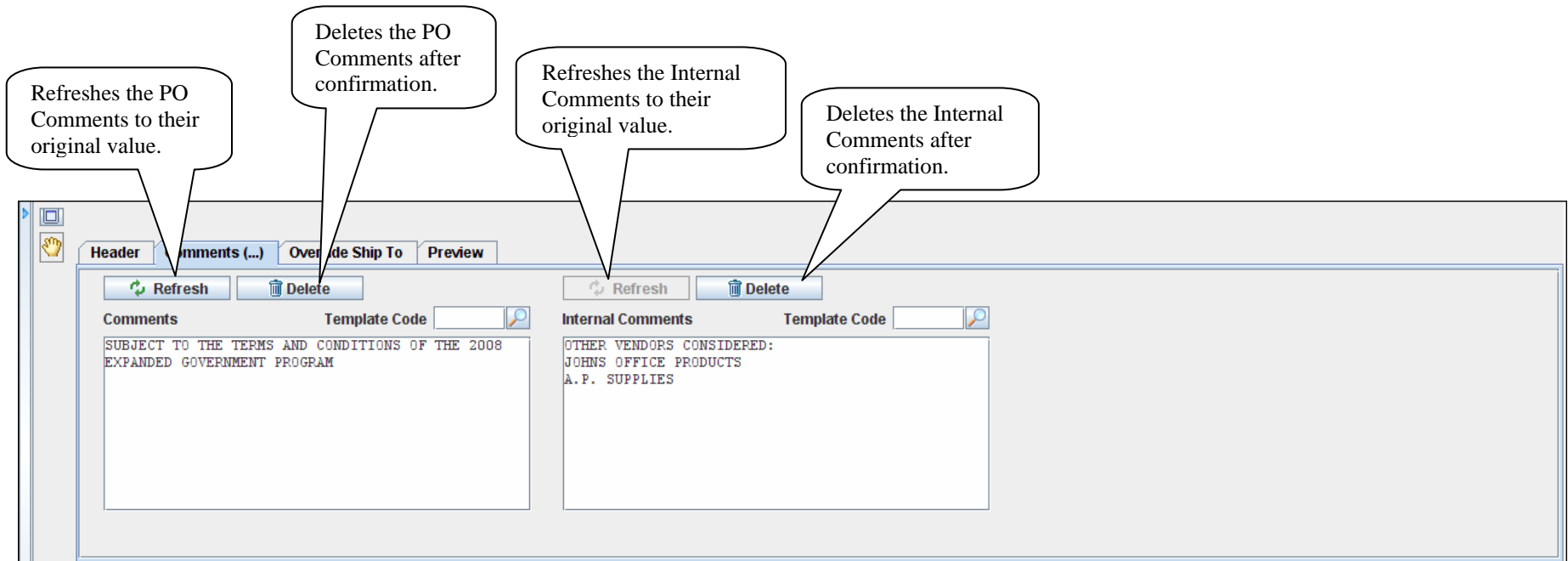
The screenshot shows a table with the following columns: Line, Status, Description, ASN, Quantity, Unit \$, UM, Amount, Disc %, Net Amount, Item #, WH, WH Item #, and FA. Three callouts provide additional information:


- "(...)" indicates the line item has an extended description.
- Double click the ASN to display Finance Inquiry.
- Line item net amount is calculated.
- Blue border indicates the ASN requires authorization.
- Red indicates the ASN is over budget.

Line	Status	Description	ASN	Quantity	Unit \$	UM	Amount	Disc %	Net Amount	Item #	WH	WH Item #	FA
1	Open	POSTURE CHAIR (...)	1113240	1	525.3600		525.36		525.36				<input type="checkbox"/>
2	Open	PHOTO PAPER	1115110	5	25.3600	CS	126.80		126.80				<input type="checkbox"/>
3	Open	MISCELLANEOUS SUPPLIES	1115110				250.00		250.00				<input type="checkbox"/>

- Line items can be edited by double clicking any column except ASN. The selected line item is loaded to the Detail Edit.
- The extended description can be viewed by hovering over the description.
- The ASN description and Fund, Function & Object levels can be viewed by hovering over the ASN.

## P.O. Entry (WH) – Comments



- Comments include the word wrap function.
- The Comments can be viewed from any tab (other than Comments) by hovering over the tab.
- To lookup a field value, click the  icon. The Template Code lookup uses the “\*All” lookup selection.

## P.O. Entry (WH) – Override Ship To

Refreshes the Override Ship To to the original value.

Deletes the Override Ship To after confirmation.

Loads the default Override Ship To.

Header Comments (...) **Override Ship To** Preview

Refresh Delete

Location


Name

Name 2

Address

P.O. Box

City  State  Zip Code

- The Override Ship To can be viewed from any tab (other than Override Ship To) by hovering over the tab.
- To lookup a field value, click the  icon. To position a lookup, enter the starting value before clicking.

# P.O. Entry (WH) – Preview

MISD Information Services for MACOMB ISD DEMO - DEMOISD1

Macomb Intermediate School District  
**budget/finance**

**P.O. Entry (WH)**

Header    Comments (...)    Override Ship To    Preview

**Print Preview**

**Vendor Address**  
 OFFICE SUPPLY SUPERSTORE  
 55214 MAIN STREET  
 CLINTON TWP., MI 48038-8002

**Ship To Address**  
 Avery Elementary  
 JOHN SMITH  
 5552 MAIN STREET  
 CLINTON TWP, MI 48038

PO Date 11/03/2008    Deliver Date

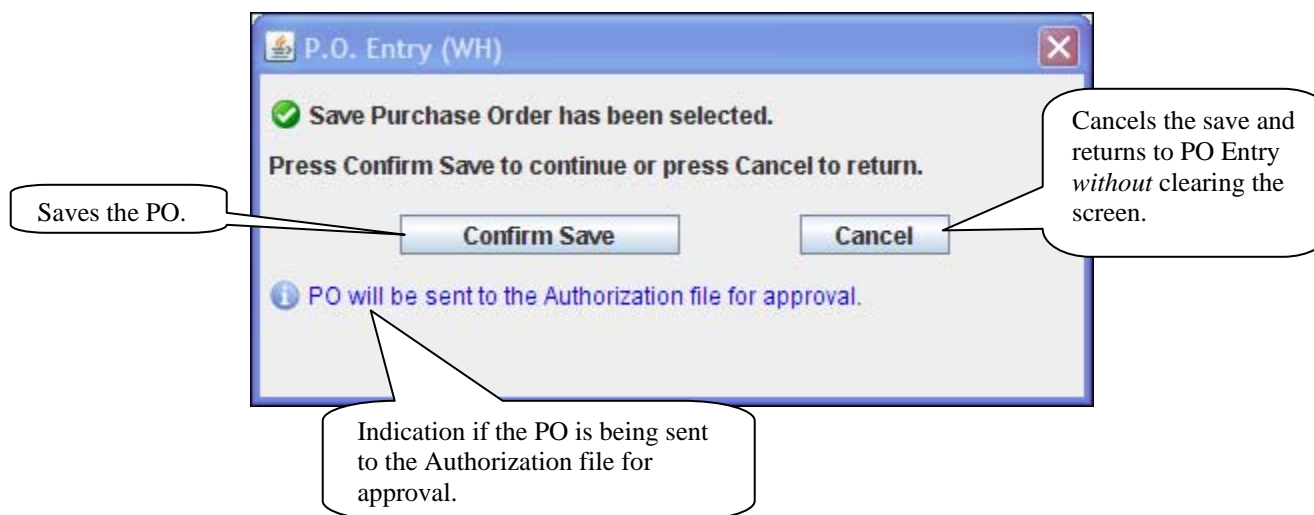
Create a PDF print preview.

ASN	Description	Quantity	Unit Price	UM	Disc %	Total
1113240	POSTURE CHAIR TASK W/ARMS GRADE III FABRIC; GRAY PAINT BLACK	1	525.3600			525.36
1115110	PHOTO PAPER	5	25.3600	CS		126.80
1115110	MISCELLANEOUS SUPPLIES					250.00
	*Total					902.16

SUBJECT TO THE TERMS AND CONDITIONS OF THE 2005  
 EXPANDED GOVERNMENT PROGRAM



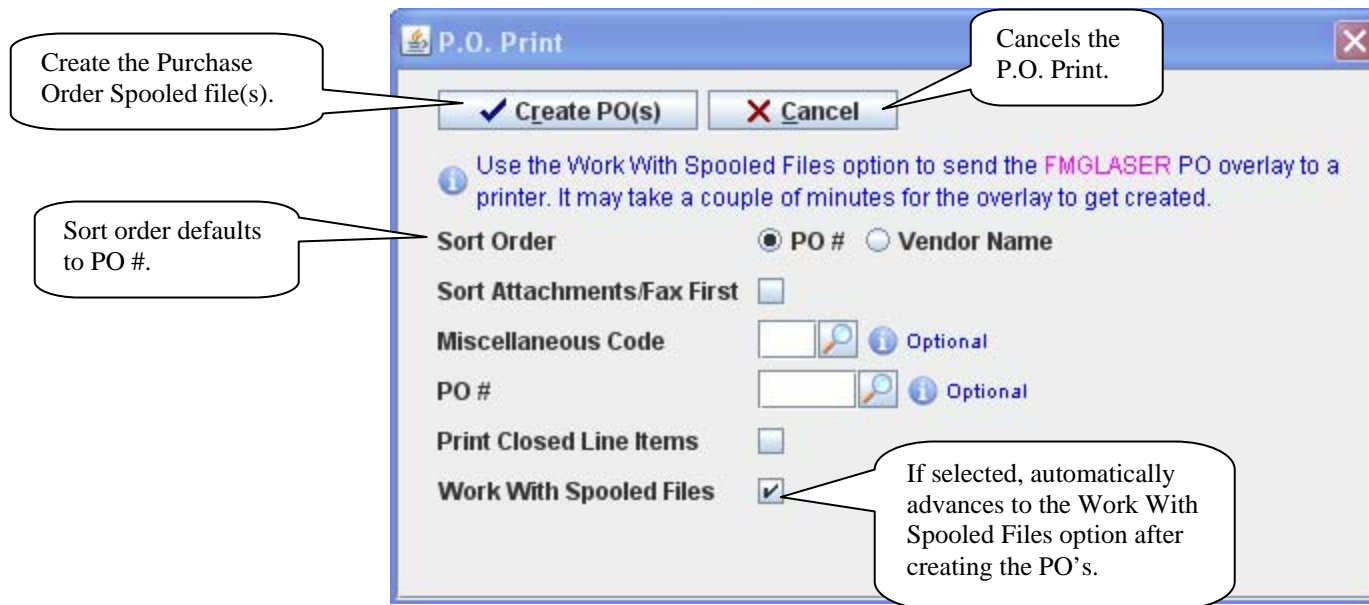
## P.O. Entry (WH) – Save PO



- The Save confirmation screen is displayed after clicking Save PO.
- Purchase orders cannot be saved with errors. Invalid and/or missing fields will be indicated with a red border.
- After confirming, the previous PO# and Vendor is displayed on the top of the PO Entry screen. PO's sent to the Authorization file are identified in blue.

## P.O. Print

### P.O. Print By User



- The P.O. Print By User option *only* includes purchased orders entered by the user.
- Refer to the following Work With Spooled Files – Purchase Orders for specific information on the spooled files created.
- Refer to Work With Spooled Files for additional information including printing a form overlay and recreating a form overlay.

## Work With Spooled Files – Purchase Orders

PO form overlay spooled file (FMGLASER) is sent to the printer.

Multiple copies of the PO form overlay spooled file is optional by district and is indicated by the Form Type.

P.O. Print Report is only produced if PO's are marked as Attachments or Fax.

P.O. Print Listing is optional by district.

Original PO spooled file (QSYSPRT) is used to create the overlay. Do not print.

If the original spooled file status is \*READY, click Refresh until the form overlay appears. Status of \*HELD indicates the overlay has been created.

Indication that a form overlay spooled file exists.

Title	Job Name	File Name	User Data	Create Date	Time	Pages	Status	Form Type
Purchase Orders	QPRTJOB	FMGLASER	PO0600CL2	07/08/2010	07:48:30	1	*READY	DEMO
P.O. PRINT REPORT	QPRTJOB	QPRINT	PO0600CL2	07/08/2010	07:47:41	1	*READY	2501
P.O. PRINT LISTING	QPRTJOB	QPRINTS	PO0600CL2	07/08/2010	07:47:41	1	*READY	2501
Purchase Orders	QPRTJOB	QSYSPRT	PO0600CL2	07/08/2010	07:47:41	2	*HELD	DEMO

- Purchase Order form overlay (file name FMGLASER) cannot be viewed or saved as a PDF. To print the form overlay, double click to select a folder (to save a temporary file) and to select a network printer to use.
- Do not delete the original spooled file until the Purchase Orders have been printed. The original spooled file can be used to recreate the form overlay if necessary. To recreate the overlay, select the original spooled file and click the Recreate Form Overlay button.
- Spooled files are not automatically deleted after printing. Once printed, select the printed spooled files and click Delete to remove from the Spooled File List.